Administrative Assistant

Department: Countywide

Class Code: 1134

EEO Code: 26

FLSA: N

Effective: 01/08/1993

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in providing a variety of clerical, administrative and technical work; supervises clerical and/or technical staff; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Assists in budget preparation and compilation; analyzes budget and management reports; monitors accounts and expenditures; makes recommendations; plans, organizes and directs work of clerical staff; supervises or performs clerical and fiscal functions for office; prepares payroll and performs bookkeeping activities; conducts research and prepares various statistical, financial and special reports; processes and maintains manual and automated files of various personnel, financial and operational documents; schedules appointments and coordinates travel arrangements; coordinates purchasing and storekeeping activities; enters information on work processor and/or microcomputer; composes, and edits on screen and prepares final copy of reports, correspondence, invoices, statements, and other materials; screens and refers callers; answers various inquiries personally; provides information on departmental services and functions; gathers, interprets and prepares data for studies, reports and recommendations; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of general clerical practices and procedures; of modern office practices, procedures and equipment; of bookkeeping and budget preparation; of work processing, spreadsheet and data base software packages; of effective supervisory principles.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma supplemented by some college course work in business administration or related field and four years of responsible secretarial or office administration experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.